

Journal of the Arkansas Academy of Science

Volume 48

Article 60

1994

Publication Policies and Suggestions for Authors

Academy Editors

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Recommended Citation

Editors, Academy (1994) "Publication Policies and Suggestions for Authors," *Journal of the Arkansas Academy of Science*: Vol. 48 , Article 60.

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PUBLICATION POLICIES AND SUGGESTIONS FOR AUTHORS

The PROCEEDINGS OF THE ARKANSAS ACADEMY OF SCIENCE appears annually. It is the policy of the Arkansas Academy of Science that 1) at least one of the authors of a paper submitted for publication in the PROCEEDINGS must be a member of the Arkansas Academy of Science, 2) that only papers presented at the annual meeting are eligible for publication, and 3) that the manuscript is due at the time of presentation. In accordance with this policy, manuscripts submitted for publication should be given to the section chairman at the time the paper is being presented. Correspondence after this time should be directed to Dr. Stan Trauth, Editor-PAAS, Dept. Biological Sciences, Arkansas State University, State University, AR 72467-0599.

Each submitted paper should contain results of original research, embody sound principles of scientific investigation, and present data in a concise yet clear manner. The COUNCIL OF BIOLOGY EDITORS STYLE MANUAL, published by the American Institute of Biological Sciences, is an example of a convenient and widely consulted guide for scientific writers. Authors should strive for directness and lucidity, achieved by use of the active voice. Special attention should be given to consistency in tense, unambiguous reference of pronouns, and to logically placed modifiers. It is strongly recommended that all authors 1) inspect the existing format for feature articles and general notes in the PROCEEDINGS OF THE ARKANSAS ACADEMY OF SCIENCE and follow that format while drafting their submission, and 2) submit their manuscript to another qualified person for a friendly review to appraise it for clarity, brevity, grammar, and typographical errors.

Preparation of Manuscript

The author should submit three copies of the manuscript, tables, and figures. Manuscripts must be double spaced (preferably typed with a carbon ribboned typewriter) on 8 1/2 x 11 inch bond paper with at least one inch margins on all sides. Do not staple pages together. Do not hyphenate words on the right-hand margin; do not submit word processed copy printed with justified right-hand margins. Do not submit copy in italics; underline words to be set in italics. If co-authored, designate which author is to receive correspondence and at what address.

An abstract summarizing in concrete terms the methods, findings and implications discussed in the body of the paper must accompany a feature article. The abstract should be completely self-explanatory.

A feature article comprises approximately six or more typewritten pages. A PROCEEDINGS printed page is equal to approximately three and one-half typewritten pages and the author is assessed a PAGE CHARGE (see Procedure section). A separate title page, including authors names and addresses should be included with the manuscript. Feature articles are often divided into the following sections: abstract, introduction, materials and methods, results, discussion, acknowledgements, and literature cited. These sections should be centered. Subheadings should begin at the left-hand margin, but more than one subheading should be avoided.

A general note is usually one to five typewritten pages and rarely utilizes subheadings. A note should have the title at the top of the first page with the body of the paper following. Abstracts are not used for general notes.

Abbreviations: Use of abbreviations and symbols can be ascertained by inspection of recent issues of the PROCEEDINGS. Suggestions for uniformity include the use of numerals before units of measurements (5 m), but nine animals (10 or numbers above, such as 13 animals). Abbreviations must be defined the first time they are used. The metric system of measurements and weights must be employed.

The literature cited section for feature articles should include six or more references; entries should take the following form:

Davis, D. H. S. 1933. Rhythmic activity in the short-tailed vole, *Microtus*. J. Anim. Ecol. 2:232-238.

Hudson, J. W. and J. A. Rummell. 1966....

Fleming, T. H. 1969. Population ecology of three species of neotropical rodents. Unpublished Ph.D. dissertation. Univ. Michigan, Ann Arbor, 231 pp.

Jones, I. C. 1957. The adrenal cortex. Cambridge Univ. Press, London, 316 pp.

Wright, P. L. 1966. Observations on the reproductive cycle of the American badger (*Taxidea taxus*). Pp. 27-45, In Comparative biology of reproduction in mammals (I. W. Rowlands, ed.) Academic Press, London, xxi + 559 pp.

fewer than six references are cited in a general note, they should be inserted in text and take these forms: (Jones, The adrenal cortex, Cambridge Univ. Press. p. 210, 1957); (Davis, J. Anim. Ecol., 2:232-238, 1933).

Tables and Illustrations: Tables and figures (line drawings, graphs, or black and white photographs) should not repeat data contained in the text. The author must provide numbers and short legends for illustrations and tables and place reference to each of them in the text. Legends for figures should be typed on a separate piece of paper at the end of the manuscript. Do not run tables in the text. Illustrations must be of sufficient size and clarity to permit reduction to standard page size; ordinarily they should be no larger than twice the size of intended reduction and whenever possible no larger than a manuscript page for ease of handling. Photographs must be printed on glossy paper. Sharp focus and high contrast are essential for good reproduction. Figures and labeling must be of professional quality. Notations identifying author, figure number, and top of print must be made on the back of each illustration. All illustrations must be submitted in duplicate. Tables should be typed with a carbon-ribboned typewriter and in the exact format that the author wishes them to appear in the text. Tables must be of professional quality when submitted. Note preferred placement of figures and tables in the margins of the manuscript.

Review Procedure

Evaluation of a paper submitted to the PROCEEDINGS begins with a critical reading by the Editor. The paper is then submitted to referees for checking of scientific content, originality, and clarity of presentation. Attention to the preceding paragraphs will greatly speed up this process. Judgments as to the acceptability of the paper and suggestions for strengthening it are sent to the author. If the paper is tentatively accepted, the author will rework it, where necessary, and return two copies of the revised manuscript together with the original to the Editor. Usually a time limit for this revision will be requested. If the time limit is not met, the paper may be considered to be withdrawn by the author and rejected for publication. All final decisions concerning the acceptance or rejection of a manuscript are made by the Editor.

When a copy of the proof, original manuscript, and reprint order blanks reach the author, they should be carefully read for errors and omissions. The author should mark corrections on the proof and return both the proof and manuscript to the Editor within 48 hours or the proof will be judged correct. Printing charges accruing from excessive additions to or changes in the proofs must be assumed by the author. Reprint orders are placed with the printer, not the Editor. Page changes are \$25/printed page or portion thereof. These changes and excessive printing charges will be billed to the author by the Academy of Science. A page charge will be billed to the author of errata.

ABSTRACT COVERAGE

Each issue of the PROCEEDINGS is sent to several abstracting and review services. The following is a partial list of this coverage.

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Mathematical Reviews
Recent Literature of the Journal of Mammalogy
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